

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 14/06B**

***This announcement is for a trainee level. The position is also advertised at a full performance level.
Please see the ANNOUNCEMENT NUMBER HCMALL 14/06A for reference.***
(Applicants who responded to Vacancy Announcement HCMALL 13/22A & 13/22B do not need to reapply)

OPEN TO: All interested candidates
POSITION: Fraud Investigations Specialist, FSN-9*
OPENING DATE: April 11, 2014
CLOSING DATE: April 25, 2014
WORK HOURS: Full-time, 40 hours/week
LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.
ANNUAL SALARY: **US\$13,685.00 (Starting salary)**
(Position Grade: FSN-9)

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment for the Fraud Investigations Specialist position in its Consular Section/Fraud Prevention Unit.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Incumbent of the position will lead a team of five staff at a high-volume, high-fraud consular post to aid the Fraud Prevention Manager in meeting mission fraud prevention goals. The incumbent will be responsible for leadership and management, performing investigations on cases of suspected visa fraud, performing site visits, writing investigation reports, researching fraud patterns, collecting and analyzing fraud data, providing fraud prevention training, and maintaining contact with local government officials.

Please contact the Management Office at 3520-4200 X4454/4274 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University degree in one of the following fields: Law, Security, International relations, Economics, Politics, Language, Journalism, or other related fields is required.
2. Must have at least four years experience in consular work, investigation, law enforcement or related field.
3. Must have in-depth knowledge of Vietnamese civil documents, marriage and adoptions laws as well as regional and local fraud trends.
4. Must be able to 1) gather and analyze seemingly unrelated pieces of information in order to select investigative methods most useful for making a final determination on the bonafides of a case; 2) successfully prepare comprehensive reports of FPU findings for the most complex fraud cases; 3) demonstrate good judgment, tact, and sufficient mastery of nuance in English and Vietnamese so as to respond effectively to external inquiries; 4) demonstrate a thorough understanding of online research and data collection tools.
5. Must demonstrate proficiency in Microsoft software (this will be tested).
6. Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Please see [post eligibility & qualification requirements](#) on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174). Candidates may send a current résumé or curriculum vitae that provides all the information on the DS-174 (please refer to [Appendix B](#) for further details) in order for the candidate to receive consideration for this vacancy. The DS-174 form is available on the U.S. Consulate website <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at the U.S. Consulate in Ho Chi Minh City, 04 Le Duan Street, District 1 between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 4 Le Duan Street
District 1, Ho Chi Minh City
Tel. 84-8-3520-4454/4274
Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: APRIL 25, 2014.

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.